

**LOUISIANA DEPARTMENT OF REVENUE
OFFICE OF CHARITABLE GAMING
1-800-562-9235 or 225-925-1835**

**Manufacturers Instruction Sheet
License Renewal 2004-2005**

Please read the following and review your application forms carefully before completing. All applications shall be submitted to the Office of Charitable Gaming no later than May 21, 2004, to ensure timely processing. Failure to comply may result in the delay of the issuance of your license.

A license will not be issued until all required information has been provided to and approved by the Office. Your company **will not** be allowed to continue conducting gaming related activities in the State of Louisiana after June 30, 2004, until you have received a printed license for the 2004/2005 licensing year from the Office. Conducting gaming related activities without a license will result in the imposition of a civil penalty.

An application will only be accepted if **all** the following conditions are met:

1. Correct fee of \$2,500 is submitted with the application. Check should be attached and made payable to the Office of Charitable Gaming;
2. **All** sections of the application are completed fully and legibly along with the requested data and attachments
3. Application must be signed by the **President or head of the company and properly notarized** (Application must be signed and dated on the same date it is notarized in the presence of a notary);
4. A completed **personal history and financial statement** must be submitted to the Office on **all** Officers and Directors of your company. If a change in ownership structure occurs during this fiscal year which causes a new owner to become an owner of 5% or more, a completed **personal history and financial statement** must be submitted;
5. A completed list of **all** Louisiana Employees must be submitted to the Office. The Office can provide your company a list of all employees currently registered. This must be requested in writing. If your company has any changes in employees or hired any new employees, the Office must be notified within 10 days.

*****IMPORTANT NOTICE*****

It shall be the responsibility of each manufacturer to ascertain whether a distributor has received its charitable gaming license on July 1, 2004, before any gaming supplies are sold to that distributor.